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NATIONAL ADMINISTRATIVE REGISTER · MAY 6, 1994

INVESTIGATION SOP

BOC MEMORANDUM, May 06, 1994

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1. Reference: Current BuCor Investigation Procedures.

2. It has been observed that investigation of incidents concerning the Bureau of Corrections are seemingly conducted haphazardly, and the reports of investigation are often submitted late.

3. Henceforth, the investigation procedures below shall be followed:

a. In case of incidents, the first Prison Guard at the scene having jurisdiction over the area shall immediately conduct initial investigation. He shall prepare a Spot Report (see attached format[*]) and submit the same to the Investigation section within three (3) hours of the occurrence. He shall also furnish the Commander of the Guard on duty and the Superintendent, NBP copies of the report, and the latter shall immediately furnish the Director of Corrections.

b. The Investigation Section upon receipt of the Spot Report shall take over the case and shall prepare Progress Report within seventy-two (72) hours. It shall likewise furnish the Office of the Director and Office of the Superintendent, NBP copies of the Progress Report (sample hereto attached[*]).

c. Within one (1) week after the submission of the progress report, the Investigation Section shall prepare and submit its final report (format hereto attached[*]), which shall include the action taken relative to the case being investigated.

d. All cases handled shall be kept in separate folders for ready reference.

For information, guidance and strict compliance.

Adopted: 06 May 1994

(SGD.) ATTY. VICENTE G. VINARAO
Major General PNP (Ret.)
Director

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[*] Text available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City

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